

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL SESSION
WEDNESDAY, JANUARY 25, 2017
7:00P.M.**

1. OPENING

1.1.1 Call to Order

Councilmember Yeargin called the meeting to order at 7:12p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant, Councilmember Charl Jones, Councilmember Lamar Maxwell (Excused), Councilmember Shireka McCarthy, Councilmember Kelly Porter Councilmember Gloria Sistrunk, Councilmember Aretha Stephenson (Excused), Councilmember Reveral Yeargin

Staff: Robert Ashton, City Treasurer, Weyimi Ayu, Director of Economic Development, Sharron Lipford, Director of Public Engagement, Devan Martin, Chief of Police, Samuel Prue, Director of Public Works, Jeannelle Wallace, City Administrator

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Yeargin

2. PRESENTATIONS:

2.1. S.M.A.R.T. Executive Team Presentation

- Mayor Grant began with stating to the council the purpose of the meeting and provided the definition of SMART. He further stated the following:
- This meeting is confidential as serious investigations concerning the police department will be discussed
- The mayor mentioned about certain members of the community who try to divide us
- He provided an example of the questions about the housing affordable trust and it was suggested that a member of the council to serve on the board when in fact the council approved the legislation and approves all funding for the program.

- Robert Ashton, City Treasurer began where Ms. Wallace left off in reference to streamlining the process that reduces staff time; departments will electronically submit purchase requisitions. City administrator will review the purchase orders on line; the checks will be process electronically as well.
- The finance department will begin automating all steps so that time will be reduced as staff will not have to physically walk purchase orders and purchase requisitions to departments for approval as the paperwork will be eliminated.
- Departments will be able to electronically review their line item budget amounts. Citizens will also be able to use credit cards for payments
- The department will work on reducing the number of checks processed making payments on line
- RAR is a new accounting term that auditors reference; RAR means Reconciliation, Authorizing, and Reporting. 1/3 of the City's revenue is transmitted electronically through ACH transfers.
- Grant revenue is an example of this as well as community legacy and other agencies; ACH will also be set up with other entities.
- Net Suite is the automation program software that the staff is recommending for the Finance Department. Mr. Biddix is the department's contact person that attended the presentation. Cost will be prorated and may be accommodated within the finance department line item budget; the prorated share will only be for the three months left in the fiscal year.
- Audit costs should significantly be reduced because the information can be retrieved through the cloud.
- The department in conjunction with Mayor Grant is currently researching whether residents who live here 40 years or longer will not be required to pay property taxes which basically is a senior citizen tax break.
- Devan Martin, Chief of Police
- Presentation will cover personnel and investigations, which is sensitive information that is confidential and should not be discussed with person who are not in attendance at this meeting.
- The department now has supervision on squads; formally had one officer on a shift; have reserve officers and a speed camera enforcer, 2 civilian staff, and 2 code officers; the budget authorizes twenty full time officers but currently there are 18; one officer has a concussion injury which was incurred during off duty and one officer is on maternity leave. The Council was previously informed that crime was down, but that was not true.

- Whenever officers are on leave or injured, the department typically has 9 on patrol; Chief will be proposing 17 officers, one of whom will be from cops grant. The police department was operating on unauthorized general orders that was never approved by the City Council. There's an investigation currently being conducted for a 142 grams of marijuana that is missing from the evidence room which was not secured. Evidence and property was kept together; evidence room is now secured as the Chief created a new evidence room and the evidence is now separated from property.
- Samuel Prue, Director of Public Works stated that the Public Works Department is striving to be excellent in everything they do; vehicles have been repaired and received scheduled preventive maintenance; the staff mechanic works twelve hours per week and is certified and fixes everything correctly; one employee is missing from duty and that is Mr. Santiago Reyes; Director Prue thanked council for salary pay increases for the staff in the Public Works Department.
- Councilmember McCarthy asked the question about an employee and a civilian that was not a part of the employee staff riding in the tractor bucket; Director Prue will look into this and it won't happen again. Call-A-Bus – all three buses belong to the City; Two are in good shape and one needs handicapped lift repaired.
- Sharron Lipford, Director of Public Engagement stated that the Department of Public Engagement Vision is centered around citizen action.
- The Goals are centered around engagement and growth of millennials and baby boomers and centennials; whatever each group interests are is what the public engagement office will work towards.
- **Smart City Seat Pleasant App**
- 67 percent of the City's population are millennials who will use the app which will be interactive as well as informative; apple and android users get the majority of their information through apps, and only 14 percent find information through the web browser. The IOC is where the department will focus.
- The app calculates variable information for residents and other users that is more in-depth than the typical information obtained through the Internet;
- The department is required to attend the MML Main Street to man the five booths. IBM is considering funding for MML display but this is not yet confirmed
- The Council wants the Clerk to provide the schedule for manning the booths.

- Mayor concluded the meeting with stating that good things being heard in the community and that we are expecting a good turnout at the state of the city address and encouraged the council to invite the community and to stress to them to come on time.
- We want the governor and agencies to see that we have an interactive community and that citizens are engaged.

3. MEETING TOPICS:

3.1. None

4. LEGISLATION

4.1. None

5. UNFINISHED BUSINESS

5.1. None

6 ANNOUNCEMENTS

- 6.1.1. State of City Address, Monday, January 30, 2017, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD at 6:30p.m.**
- 6.1.2. Regular Work Session, Monday, February 6, 2017, Seat Pleasant City Hall-Council Chambers at 6:00p.m.**
- 6.1.3. Ward V Monthly Meeting, Monday, February 13, 2017, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 6.1.4. Public Session, Monday, February 13, 2017, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- 6.1.5. Seat Pleasant Black History Program, Saturday, February 25, 2017, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD at 11:00a.m.**

ADJOURN-The meeting was adjourned at 9:01p.m.

Submitted by,



Dashaun N. Lanham, CMC
City Clerk